

**State of Illinois  
Department of Central Management Services  
Bureau of Personnel  
Springfield, Illinois 62706**

**Supplementary Examination Announcement**

**INSURANCE ANALYST I - 21561**

Monthly Salary Range: \$2315 - \$3130

- Option 2 - Group Insurance/Benefits
- Option MC – Manual Communications
- Option SS – Spanish Speaking

General duties: An Insurance Analyst I performs routine technical duties in specialized areas of an insurance program, e.g., reviewing annual statements and reports, examination of policy forms, processing insurance claims, provision of advice regarding group insurance plan benefits, licensing of agents, brokers and insurance companies; all work is with a higher level specialist and subject to frequent review for subscription to held guidelines.

Minimum training and experience: Completion of four years of high school and the successful completion of an approved trainee program; or three years qualified related insurance experience; or equivalent training and experience.

Knowledges tested: Accounting/Numeric Reasoning; Research and Analysis; Written Communication.

(Continued on reverse side)

-----  
The Supplemental Questionnaire will be supplied to you at the examining centers at the time of the automated multiple-choice examination. You may complete the Supplemental Questionnaire in its entirety at the examining center; or mail the completed questionnaire within ten working days to the Department of Central Management Services, Bureau of Personnel, Room 500, Stratton Office Building, Springfield, Illinois 62706. Supplemental Questionnaires not returned will result in no grade issued for this exam.  
-----

**EXAMINATION SCHEDULE (EXCEPT FOR STATE HOLIDAYS)**

Examinations may be canceled without further notice as needs are met.

**FLEXIBLE SCHEDULE TESTING:**

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 1:30 p.m.:

CHICAGO: James R. Thompson Center, 100 W. Randolph, Suite 3-300, Chicago, IL 60601

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 2:00 p.m.:

SPRINGFIELD: Capitol City Center, 130 W. Mason Street, Springfield, IL 62702

**BY APPOINTMENT ONLY:**

CHAMPAIGN: State Regional Office Bldg., 2125 South First, Telephone 217/278-3435

MARION: State Regional Office Bldg., 2309 West Main Street, Telephone 618/993-7005

ROCKFORD: E.J. "Zeke" Giorgi Center, 200 South Wyman, Telephone 815/987-7004

**ILLINOIS BELL RELAY:** (voice user) 800/526-0857 (TTY user) 800/526-0844

**AN EQUAL OPPORTUNITY EMPLOYER**

Tests and weights: Automated multiple-choice test 50%, background evaluation (Supplemental Questionnaire) 50%. Candidates must meet minimum training and experience requirements; however, the final grade will be derived from the combined tests listed above.

**\*\*NOTE: PER THE PERSONNEL RULES AN APPLICANT SHALL NOT BE PERMITTED TO RETAKE A MULTIPLE-CHOICE AND/OR PERFORMANCE EXAMINATION UNTIL 30 DAYS HAS ELAPSED.**

Length of eligibility period: One year.

Option MC – Manual Communication Skills: At the time of the job interview, the eligible will be required to exhibit the ability to communicate effectively with the deaf by utilizing American Sign Language concepts and manual communication skills. Failure to exhibit this ability will result in disqualification for this option.

Option SS--Spanish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Spanish and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Counties in which positions are established: Sangamon.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.